

UNITED STATES BANKRUPTCY COURT
OFFICE OF THE CLERK
DISTRICT OF MARYLAND

Mark D. Sammons
Clerk

www.mdb.uscourts.gov

8308 U.S. Courthouse
101 W. Lombard Street
Baltimore, Maryland 21201
(410) 962-2688

VACANCY ANNOUNCEMENT

ASSISTANT MANAGER

SALARY RANGE: CL-26/27/28
(\$35,277 - \$75,522)

DATE: 06/11/03

LOCATION: Greenbelt, Maryland

CLOSING DATE: 07/5/03

The Clerk's office is recruiting for an assistant manager to support the Greenbelt office for the U.S. Bankruptcy Court for the District of Maryland. The incumbent will report directly to the Division Manager and assist in the management of the daily operations of the division. Primary duties include but are not limited to: providing direct supervision to operations support staff; assisting with performance assessments of staff; serving as liaison with trustees and the U.S. Trustee's office; overseeing the intake function; coordinating orientation and training of new case administration staff; planning and analyzing work processes and organizational needs; acting for the Division Manager when unavailable; and providing support services to two Judges. We are seeking an individual who enjoys working in a team-based organization whose goal is providing high quality customer service.

Qualifications: Qualified applicants should possess strong computer skills and good communication and interpersonal skills, and have a demonstrated ability to apply a body of rules, regulations, directives, or laws. The following are preferred: prior supervisory or management experience; experience in a team-based environment; and, some college and/or prior court/legal experience.

Grade Level	Required Experience:
CL26	Three years specialized experience including at least one year equivalent to work at the CL25 level.
CL27	Three years specialized experience, including at least one year equivalent to work at the CL26 level.
CL28	Three years specialized experience, including at least one year equivalent to work at the CL27 level.

How to Apply: Please send a resume and cover letter to: jobs@mdb.uscourts.gov. The successful candidate for this position is subject to a National Crime Information Center (NCIC) background records check and a mandatory electronic direct deposit of salary payment.

U.S.B.C. employees are not covered under civil service appointment restrictions. The U.S.B.C. is an Equal Opportunity Employer with full federal government benefits.